



**Vacancy Announcement  
Deputy Chief of Mission Residence  
Algiers, Algeria**

Vacancy Announcement  
# 02-2011

**OPEN TO:** All Interested Candidates  
**POSITION:** Cook/Server  
**OPENING DATE:** October 10, 2011  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD (53,197)\*

\*This represents the total monthly compensation including salary, bonus and benefits (after social security deductions).

The Deputy Chief of Mission of the U.S. Embassy in Algeria is seeking an individual for the position of Housekeeper at her residence.

**1- BASIC FUNCTION OF POSITION**

- Prepares meals for the Employer, his family and his guests;
- Organizes the menu and prepares meals for all representational events at the DCM residence;
- Prepares receipts and other necessary documentation for representational claims;
- Obtain household supplies and food and maintain inventories and bills;
- Keeps the kitchen and all the kitchenware clean and maintain all kitchen appliances. Prepare work orders for repair if needed;
- Serves at smaller events; gives guidance and serves during special events and visits;
- Receives guests at the DCM residence;
- Assumes tasks as instructed by the Employer.

- 2- **Work Schedule:** The Contractor's normal workweek is from Sunday to Thursday from 8 a.m. to 5 p.m. with one hour off for lunch and Friday and Saturday off.

**3- QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**A. Required Education:** Completion of elementary education is required.

**B Prior Work Experience:** One to two years of experience in cooking is required. Experience in event or functions coordination is a plus.

**C. Language Proficiency:** Level II French and Arabic is required. English is desirable.

**D. Other Skills and Abilities:** The incumbent is expected to maintain utmost discretion, high hygienic standards, a sober and tidy appearance, and a pleasant and cooperative manner. She/he is expected to follow instructions, work with due diligence, and exhibit qualities of punctuality, reliability, and trustworthiness. She/he agrees to conduct herself/himself in such a way as to not bring discredit upon herself/himself, her/his employer, or the United States Government. The contractor shall not engage in other unauthorized employment during the life of this contract and agrees not to convey information relating to the business, activities or affairs of the employer without the prior approval of employer.

## **TO APPLY**

*Interested applicants for this position must submit (1) and (2) below:*

### **1. Preliminary Documentation**

- Current Resume. A current resume.
- Letter of Interest. You must attach to the letter:
  - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
  - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

### **2. Proof of education.**

- Copies of relevant diplomas or degrees (as required) by the position.
- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

**ALL APPLICATIONS MUST BE SUBMITTED WITH THE REQUESTED DOCUMENTS ABOVE OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: Open Until Filled**

Submit Application to: **Human Resources Office**  
Attention: Cook/Sever, Vacancy Announcement #02-2011  
Point of Contact: **Human Resources Office**  
For quicker receipt fax to: 021-60-73-35  
Post to: BP 408 16000 Alger Gare

**Note: Only the best qualified applicants will be contacted for an interview.**